

To: Town of Russell Selectboard  
From: Russell Police Department  
Chief Jennifer Dubiel

Date: 5/23/2107

## **Chief of Police Job Duties and Responsibilities**

- Administration duties
  - o Payroll
  - o Scheduling of officers
  - o Prepare an annual budget for the police department to present to the finance committee. To include projected needs of the department that may require additional funds.
  - o Court appearances (traffic tickets, arrests, summons, criminal complaints, etc.)
  - o Police report review and approvals
  - o Accounting and record keeping of police budget to include office supply replenishment, uniform requests, cruiser needs, equipment updates, training and annual dues, etc.
  - o Maintaining a spreadsheet of call volume for the town to include calls from Northampton Control dispatch, Mass State Police and officer generated calls. A separate spreadsheet is provided and maintained for the ACO
  - o Record keeping of all dog licenses in town
  - o Vehicle maintenance to include cleaning, fueling, mechanical needs, and equipment updates
  - o Responding to phone calls and email requests in a timely manner
  - o Processing license to carry applications
  - o Maintaining audit books for Mass RMV citations
  - o Filling detail jobs for the town
  - o Maintaining the training curriculum for all department members to satisfy the annual requirements for MPTC standards
  - o Continuous monitoring of law changes and updating officers
  - o Media relations
  - o Work closely with the DA's office to provide all pertinent information for court procedures
  - o Attend Western Mass Chiefs of Police monthly meetings, as well as other informative meetings for law enforcement.

- Annual training for law enforcement supervisors
  - Attend hearings for citations issued or concerns pertaining to public safety and animal concerns
  - Attend annual town meeting to provide information as requested by voters for the town
  - Handle employee issues or concerns within the police department
  - Provide Selectboard with any and all requested information in a timely manner
  - Maintain office equipment. Computers, laptops, printers, phones, lighting needs, etc.
  - Attend meetings requested by town departments (ie, finance committee, water department, highway department, etc.)
  - Provide a field training program to new hires and schedule them to allow for the best possible training
  - Work closely with Animal Control to remain updated on all significant animal concerns, needs and issues in town
- Operational/Patrol duties
- Patrol throughout town to deter unwanted activities
  - Responding to calls for service
  - Responding to emergency calls from Northampton Control when off duty
  - Processing 209A orders
  - Conducting investigations
  - Arrests
  - Traffic stops
  - Vacant house/property checks
  - Processing By Law violations
  - Serving court summons
  - Court

The information provided above is a compilation of the job duties as the Chief of Police for the Town of Russell. There may be more duties and responsibilities required but not listed.

Respectfully submitted,

Chief Jennifer Dubiel